6.3 Buildings/Parking/Landscaping

6.3.1 Background

This section is primarily applicable to the General Services Department's Facilities Maintenance Division, Purchasing and Contracting Department, Library Department, Office of the City Treasurers, Homeless Services Division of the City Planning and Community Investment Department, and the Customer Services Department. This section is secondarily applicable to all City departments that operate and maintain City buildings, parking lots, and/or landscaping (except Park and Recreation Department which is addressed in Section 6.10, "Recreational Lands and Facilities"). The goal of this section is to reduce the impact of department or division operations and maintenance activities on storm water quality and provide guidance for the protection of water quality and receiving waters. This section contains storm water best management practices (BMPs) the departments or divisions will implement for operations and maintenance activities, in addition to inventory, inspection, pollutant discharge reporting, education and annual reporting requirements applicable to operations.

The City of San Diego currently owns over fourteen hundred buildings, parking lots, parking structures, and landscaped areas that are located in areas potentially exposed to storm water.

The City's programs must meet the requirements of the Municipal Storm Water Permit (Order No.R9-2007-0001 "Municipal Permit", see Appendix I), as described in Table 6.3-1.

Table 6.3-1. Permit requirements – Operations and Maintenance of Buildings, Parking Areas, and Landscaped Areas

URMP Section	Municipal Permit Section	Requirement (Summary)
6.3.2	(Pg. 32) D. 3. a. (1)	Inventory municipal areas, activities and potential sources of pollutants.
6.3.3	(Pg. 32-34) D. 3. a. (2,3,4,5)	Implement and maintain BMPs.
6.3.4.1	(Pg. 35) D. 3. a. (7)	Inspect municipal areas, activities and implement any necessary follow up actions.
6.3.4.2	(Pg B-6) Attachment B. 5. (e)	Report pollutant discharges to the storm drain system or receiving waters.
6.3.4.3	(Pg. 45) D. 5. (b, d);	Implement and designate an educational program for all City personnel and contractors.
6.3.4.4 and Appendix XIII "Annual Report Form Questions"	(Pg. 67) J. 3. (c, g, j); (Pg. 51) G. 3	Track and submit data for Annual Report Forms, track and report anticipated and actual fiscal year budget expenditures.

6.3.2 Source Characterization

Each City department's facilities inventories are included in Appendix III, "Municipal Inventory." Department or division activities, their associated potential pollutants, and designated BMPs are listed in Table 6.3-2. The departments or divisions will update any changes to the inventory, activities, and/or BMPs on an annual basis as part of the reporting process described in Section 6.3.4.4, "Annual Report Forms."

6.3.3 Best Management Practice Requirements

6.3.3.1 Updated BMP Requirements

The BMPs identified in Sections 6.3.3.1.1 to 6.3.3.1.2 below are the departments or divisions BMPs for operations and maintenance of buildings, parking areas, and landscaped areas.

If the department or division determines that a municipal activity or procedure does or could result in a significant pollutant discharge in violation of Section 43.03 of the San Diego Stormwater Management and Discharge Control Ordinance (Storm Water Ordinance), the department or division will modify its activities to reduce the potential for future significant pollutant discharges. Whenever the BMPs are improved or revised, the departments or divisions will provide updates to the Storm Water Pollution Prevention Division with the annual report form (see Section 6.3.4.4). It is important to note that collectively, these BMPs represent the Maximum Extent Practicable (MEP) Standard required by the Municipal Permit. Therefore, if any BMPs are eliminated or modified, the replacement set of BMPs must collectively provide equal or greater storm water quality protection. For information on enforcement see Section 9.5 in "Illicit Discharge Detection and Elimination."

6.3.3.1.1 Minimum BMPs

Departments or divisions will ensure that all City staff will implement the following minimum BMPs, as applicable.

1. Prior to starting activities, locate storm drain system and prevent pollutants from entering. Activity-specific BMPs are listed in Table 6.3-2.
2. Only clean rainwater can be discharged to the storm drain system. See Storm Water Ordinance Section 43.0305 "Exemptions from Discharge Prohibition" for allowable discharges.[1]
3. Sweep up municipal areas after activities and/or spills. Hosing down pollutants into the storm drain is prohibited by Storm Water Ordinance Section 43.03. Use a broom, shovel, or other mechanical means to collect solids for reuse or disposal. Use absorbents to reduce the spread of liquids and absorb or pump up liquids for reuse

[1] http://clerkdoc.sannet.gov/RightSite/getcontent/local.pdf?DMW_OBJECTID=09001451800870fc

or disposal. Dispose of hazardous waste as required by law or contact the Environmental Services Department, Hazardous Materials Management Program (ESD-HMMP) for assistance.

4. Annually inspect and clear all storm drain system catch basins and drop inlets of debris or other foreign material at locations listed in the municipal facility inventory (see Appendix III) according the "Storm Drain Inspection/Cleaning Schedule" in Table 6.3-2, "Buildings/Parking/Landscaping." Annually inspect and clear open channels in a timely manner.
5. Keep lids closed on trash cans and dumpsters to prevent rainwater from entering, as applicable, and ensure that trash is picked up around the cans and dumpsters at all times. Provide enough trash cans/dumpsters in all appropriate areas.
6. Keep materials and waste piles covered and, if possible, off the ground. Materials and waste stockpiles must be protected to prevent contact with rainwater and any runoff. Check materials and stockpiles on a regular basis to verify the BMPs (such as roof covering, tarps, silt fences, palettes, etc.) are in good condition.
7. Routinely inspect vehicles for leaks, and service immediately if necessary. If vehicle is leaking, until vehicle is repaired use drip pans for all vehicle leaks and/or clean up with dry methods and dispose of as a regulated waste. Contact ESD-HMMP for assistance.
8. Capture and properly dispose of all power washing water. See fact sheet at http://www.sandiego.gov/thinkblue/pdf/mobilebusinessbrochure.pdf for proper power washing methods and disposal requirements.
9. Stencil storm drains in the Division's municipal inventory (Appendix III) with "No Dumping—Goes to Ocean/No Tire nada—Llega al Mar/Think Blue", as appropriate. Check stencil legibility, and if necessary, re-stencil before September 30 of each year. Stencils and asphalt paint (blue on sidewalks/white on asphalt) are available from the Storm Water Pollution Prevention Division.
10. Eliminate over-irrigation as a means of minimizing the volume of potentially contaminated water entering the storm drain system.

It is ultimately the department or divisions' responsibility to prevent pollutant discharges to the storm drain system. Therefore, the departments or divisions will identify and implement any combination of the above minimum BMPs and/or any additional BMPs to avoid discharging pollutants into the storm drain system.

The departments or divisions will coordinate with the Purchasing and Contracting Department to ensure that as operations and maintenance contracts are initiated or renewed, references to the Storm Water Ordinance and the most current minimum BMP requirements are written into the contract (see Appendix IX, "Municipal Operations and Maintenance Contract Language" for current language as of January 25, 2008).

Purchasing and Contracting Department Responsibilities

The Purchasing and Contracting Department will ensure that as operations and maintenance contracts are initiated or renewed, references to the Storm Water Ordinance and the most current municipal minimum BMP requirements are written into

the contract (see Appendix IX, "Municipal Operations and Maintenance Contract Language" for current language as of January 25, 2008). The Purchasing and Contracting Department will ensure that any updated minimum BMPs are sent to Storm Water Pollution Prevention Division before including these changes in the contracts and renewals.

6.3.3.1.2 Activity-Specific BMPs

In addition to the minimum BMPs listed above, the following BMPs listed in Table 6.3-2 will be implemented by departments or divisions that operate and maintain buildings, parking areas, and landscaped areas.

Table 6.3-2. BMPs Designated for Areas and Activities Associated with the Operation and Maintenance of Buildings, Parking, and Landscaped Areas.

Activity	Potential Pollutants	Best Management Practices
Boiler Maintenance	sediments, metals, organic compounds, trash and debris, oil and grease	• Discharge all treated boiler to the sanitary sewer with MWWD permission or recycled/reused in an approved closed loop system. • Dispose of discharges containing chemical additives properly, and never into the storm drain system.
Concrete and Asphalt Work	sediments, organic compounds	• Schedule concrete removal activities for dry weather. • Take measures to protect any nearby storm drain system and adjacent watercourses prior to breaking up asphalt or concrete. • After breaking up old concrete, sweep up and dispose of materials. Recycle if feasible. • Do not allow any water to enter storm drain during saw-cutting and grinding operations. Use as little water as possible. Block or place berms to contain saw-cutting water, and wet- vac liquids or dry out work area and sweep. Or direct to landscape/dirt area to infiltrate. • If slurry enters storm drain system, remove material immediately, and dispose of properly.[2] • Remove saw-cut slurry as soon as possible (e.g., with a vacuum). • Avoid mixing excess amounts of fresh concrete or cement mortar onsite. • Store dry and wet materials under cover, protected from rain, wind, and runoff. • Designate concrete wash out areas for transit mixers and tools that will not discharge to the storm drain system or receiving waters. • Dispose of leftover material in the solid waste receptacle. Recycle if feasible.

[2] Contact ESD-HMMP for disposal options.

Activity	Potential Pollutants	Best Management Practices
Cooling Tower Maintenance	sediments, metals, organic compounds, trash and debris, oil and grease	• Direct to the sanitary sewer all cooling tower discharges.
Dry Wall and Stucco Work	sediments, organic compounds	• Avoid mixing excess amounts of drywall mud or plaster. • Store dry and wet materials under cover, protected from rain, wind, and runoff. • Designate drywall or plaster wash out areas that will not discharge to the storm drain system. • Dispose of leftover material in a trash can or dumpster.
Exterior Building and Roof Cleaning	metals, sediments	• Do not allow any wash water to enter storm drain. Either: o Berm work area and wet-vac wash water or let work area dry and sweep up; or o Direct wash water to landscaping to infiltrate.
Fire Sprinkler Flushing	sediments, metals	• Do not discharge fire sprinkler system water into the storm drain system. • See Appendix IX, "Maintenance and Operations Contract Language."
HVAC, Chillers and Refrigerators Maintenance	sediments, metals, organic compounds, trash and debris, oil and grease	• Determine whether air conditioning units (generally found on roof) and chillers have a condensate line which is plumbed to a roof storm drain. o For existing buildings, non-contaminated discharge can go to the storm drain system. o For new development or building remodels, the discharge should go to the sanitary sewer. • Determine whether air conditioning and chiller units are treated with descaling or anti-algal agent. Properly dispose of all flushing agent residues and by-pass condensate line while flushing unit.[3] • When HVAC condenser tubes are flushed capture and dispose of properly. If chemicals are used contact ESD-HMMP for disposal options. • If defrost water or condensate is discharged, ensure defrost water does not come into contact with any pollutants.
Installation and Removal of Parking Meters	sediments, organic compounds	• Prior to starting activities, locate storm drain system and prevent pollutants from entering. • If parking meter is located over a storm drain, drill out four holes for changing the parking meter. Do not saw cut over the storm drain. • If parking meter is away from storm drain, use a jet hammer (no water will be used, dry method) to remove a square area around the meter pole. • Use a vacuum to remove debris (e.g., dust and particles). • Mix concrete in a tub, apply it to the square area, and allow it to dry. • Dry excess concrete in the tub and dispose of it to the landfill. • Vacuum area again to remove any remaining debris.

[3] Contact ESD-HMMP for disposal options.

Activity	Potential Pollutants	Best Management Practices
Irrigation Repair	pesticides, nutrients, sediments	• Inspect and repair irrigation systems regularly for broken water lines, sprinkler heads, and valves. • Eliminate runoff by careful manual control of water volume and spray or adjusting automatic controls to minimize excess water runoff. • Prevent eroded soil resulting from a line break from entering the storm drain system. After digging out a line, return all soil to the hole and compact properly. Sweep area. • When bailing out muddy water, do not pour it into the storm drain system or curb. Pour it onto a landscaped area.
Landscaping	pesticides, nutrients, sediments	• Schedule chemical application at times when rain is not predicted and irrigation is not scheduled. • Apply and handle pesticides and keep detailed records in accordance with existing state regulations (California Title 3, Division 6, Pesticides and Pest Control Operations). • Collect and dispose of unused chemicals as a regulated waste.[4] • Use native plants when possible. • Keep removed vegetation, including clippings, chips, loose soils, and pruning debris away from the storm drain system and watercourses. • Consider applying compost instead of chemical fertilizers. • Rely on integrated pest management methods, including: o No controls o Physical/mechanical controls o Environmental controls (mulching, pest-resistant vegetation, prescribed burns) o Biological controls (predators, parasites, etc.) o Less toxic chemical controls (e.g., soaps and oils) and/or hot water • If absolutely necessary, use the least toxic chemicals that will do the job (e.g., biodegradable products). Avoid use of copper-based pesticides.
Material Loading and Unloading	nutrients, trash, oil and grease, pesticides, oxygen demanding compounds, metals	• Prior to starting activities, locate storm drain system and prevent pollutants from entering (e.g., with silt fences, gravel bags, filter fabric, etc.). • Sweep up municipal areas after activities and/or spills. Hosing down pollutants to the storm drain is prohibited by the Storm Water Ordinance Section 43.03. Use a broom or shovel or other mechanical means to collect solids for reuse or disposal. Use absorbents to reduce the spread of liquids and absorb or pump up liquids for reuse or disposal. Dispose of hazardous waste as required by law. • Keep materials and waste piles covered and off the ground. Materials and waste stockpiles will be protected to prevent contact with rainfall and any runoff. Check materials and stockpiles on a regular basis to verify the BMPs (such as roof covering, tarps, silt fences, palettes, etc.) are in good condition.

[4] Contact ESD-HMMP for disposal options.

Activity	Potential Pollutants	Best Management Practices
Materials Handling, Storage, and Disposal	nutrients, trash, oil and grease, pesticides, oxygen demanding compounds, metals	• Sweep up municipal areas after activities and/or spills. Hosing down pollutants to the storm drain is prohibited by Storm Water Ordinance Section 43.03. Use a broom or shovel or other mechanical means to collect solids for reuse or disposal. Use absorbents to reduce the spread of liquids and absorb or pump up liquids for reuse or disposal. Dispose of hazardous waste as required by law or contact Environmental Services, Hazardous Materials Management Program (HMMP) for assistance. • Keep materials and waste piles covered and off the ground. Materials and waste stockpiles will be protected to prevent contact with rainfall and any runoff. Check materials and stockpiles on a regular basis to verify the BMPs (such as roof covering, tarps, silt fences, palettes, etc.) are in good condition. • Use secondary containment for hazardous materials. If rain water is captured in secondary containment and dispose of properly. • Never dispose of any materials down the storm drain system.
Painting (Oil or Water Based)	metals, organic compounds	• Store oil-base paint in a flammable storage cabinet. • Capture and properly dispose all oil-base paint. • Clean all oil-based brushes with paint thinner, and dispose properly into a hazardous waste 55-gallon drum. • Seal and properly place all latex paint into a closed confined space at the paint shop. • Wash and clean all latex water-based paint materials in a deep sink in the paint shop away from all storm water drains.
Parking Lot/Structure Maintenance	sediments, trash and debris, oil and grease, metals	• Sweep parking lot according to a schedule, which is determined by your department or division[5]: o Lots generating high volumes of solid waste 2 x month o Lots generating medium volumes of solid waste 1 x month o Lots generating low volumes of solid waste 1 x year • Use drip pans for all vehicle leaks and/or clean up with dry methods and dispose of as a regulated waste. • Keep lids closed on trash cans and dumpsters to prevent rainwater from entering, as applicable, and ensure that trash is picked up around the cans and dumpsters at all times. Provide enough trash cans/dumpsters in all appropriate areas.
Parking Structure Sump Pump Maintenance	sediments, organic compounds, oil and grease	• Remove any debris surrounding or inside the sump routinely. • Install a screen mesh or filter fabric on the sump grate to assist in protecting sumps from particulate debris and ensure it will not cause a flooding hazard.
Ponds and Fountains Maintenance	nutrients, metals, sediments, organic compounds	• Discharge to the sanitary sewer or to landscaping any overflow drainage from ponds and decorative fountains.[6] • Ensure pond or fountain filters are not back flushed into a street or storm drain system.

[5] As of the writing of the URMP all municipal parking lots are classified as low volume with the exception of operation yards classified as medium volume.
[6] The facility should consult with MWWD if the ponds or fountains are treated with copper-based algaecides (shock), growth inhibitors or other agents.

<table>
<tr><th>Activity</th><th>Potential Pollutants</th><th>Best Management Practices</th></tr>
<tr><td>Refuse Dumpsters</td><td>sediments, metals, organic, compounds trash and debris, oxygen-demanding substances, oil and grease, bacteria and viruses</td><td>• Keep lids closed on trash cans and dumpsters to prevent rainwater from entering, as applicable, and ensure that trash is picked up around the cans and dumpsters at all times. Provide enough trash cans/dumpsters in all appropriate areas.
• Relocate dumpsters and bins away from storm drains systems.
• Discharge to the sanitary sewer (with MWWD permission) or infiltrate onto landscaping any contaminated rain water that has accumulated from an open container.
• Ensure dumpsters are not leaking. If so, repair, cover, and/or exchange dumpsters.</td></tr>
<tr><td>Roof Vents and Equipment Maintenance</td><td>oil and grease, sediments, metals, organic compounds, trash and debris</td><td>• Clean excessively greasy roof vents on a regular basis, especially during the wet season.
• Install catchment pans or trays at the base of the vents, if feasible.
• Properly seal and maintain duct work.
• Install protective devices around storm drain inlets, if feasible.
• Inspect roofs for residual machinery process residues (e.g., paper dust, saw dust, steam condensate, paint, etc.).</td></tr>
<tr><td>Storm Drain System Inspection and Cleaning</td><td>sediments, nutrients, trash and debris</td><td>• Inspect and clean all storm drain facilities (catch basins, storm drain inlets, open channels, etc.) of debris or other foreign material according to the schedule below. When practical, work is to be done when conditions are dry. Dispose of materials properly.

Storm Drain Inspection/Cleaning Schedule
<table>
<tr><th>Debris Volume</th><th>Frequency*</th></tr>
<tr><td>1. High (e.g., tends to clog during rains)</td><td>Annually, between May 1 and September 30.**</td></tr>
<tr><td>2. Medium (e.g., tends to collect measurable debris without clogging)</td><td>Annually at any time during the year.**</td></tr>
<tr><td>3. Low (e.g., generally free of debris)</td><td>Annually at any time during the year for Fiscal Year 2008 and 2009. Every other year thereafter.</td></tr>
<tr><td colspan="2">* Any storm drain facility that is designed to be self-cleaning must be cleaned of any accumulated debris observed during an inspection immediately. Anthropogenic litter observed in open channels must be cleaned in a timely manner after obtaining all appropriate environmental clearances.

** Following two fiscal years of inspections, any storm drain facility that does not contain debris may be re-classified as a “Low” priority facility and may be inspected as needed, but not less than every other year.</td></tr>
</table></td></tr>
</table>

Activity	Potential Pollutants	Best Management Practices
Vehicle and Equipment Washing		• See this activity's BMPs in Table 6.15-2, Section 6.15, "Vehicle Maintenance/Operations Yards."
Vehicle and Equipment Maintenance		• See this activity's BMPs in Table 6.15-2 Section 6.15, "Vehicle Maintenance/Operations Yards."
Vehicle and Equipment Fuel Dispensing Areas		• See this activity's BMPs in Table 6.15-2, Section 6.15, "Vehicle Maintenance/Operations Yards."

6.3.3.2 Additional Controls for Municipal Areas and Activities

The Municipal Permit requires that the City implement additional BMPs at municipal facilities that discharge to, or are tributary to, a 303d listed water body, lagoon, or water body on environmentally sensitive lands (all City facilities are subject to this requirement). To meet this additional BMP requirement, each City facility will conduct a second facility inspection as described in detail in section 6.3.4.1 "Facilities Inspections and Improvements."

6.9.4 Program Implementation

The previous sections described the minimum and activity-specific BMPs that must be implemented. This section describes the administrative steps that departments will undertake to prepare for and verify the implementation of those BMPs including facility inspections, discharge notifications, education and training, and annual reporting. In addition, departments will maintain a storm water representative responsible for overseeing the departments implementation efforts. The Storm Water Pollution Prevention Division will meet periodically with each department's storm water representative to assist with the implementation efforts.

6.3.4.1 Facility Inspections and Improvements

This section applies to Facilities and Maintenance Division or other departments that maintain its own buildings and grounds. The Municipal Permit requires that the City inspect all municipal facilities annually. The purpose of the facility inspections is to evaluate the adequacy of existing BMPs, modify and improve BMPs where necessary and identify any potential pollutant discharges. Note: see Section 6.3.4.2, "Pollutant Discharge Notification" below for reporting requirements.

In addition, the Municipal Permit requires that the City implement additional BMPs at municipal facilities that discharge to, or are tributary to, a 303d listed water body, lagoon, or water body on environmentally sensitive lands (all City facilities are subject to this requirement). To meet this additional BMP requirement, each City facility will

conduct a second facility inspection. As shown in Table 6.3-3, the first inspection will occur before the beginning of the rainy season (during September) and the second inspection will occur during the rainy season (preferably during January, but prior to the end of April).

Table 6.3-3. Municipal Facility Inspection Requirements

Inspection	Timeframe
First	September
Second	January - April

If as a result of the inspection the department or division determines that improvements to its BMPs are required, the department or division will perform the action (e.g., repair a structural BMP), and subsequently conduct a follow-up inspection of the BMPs to verify that the original issues have been resolved (Note: if repairs, modifications or improvements to the BMPs are necessary, those follow-up actions and re-inspections will not count as the second bi-inspection). If the department or division determines that the modifications require additional time or funds to implement, the department or division will develop an anticipated schedule for when the modification will be completed. Record of any changes/improvements instituted as part of the municipal facility inspection process will be included in the annual report forms provided to the Storm Water Pollution Prevention Division each year.

The Municipal Facility Inspection Forms are attached as Appendix XIV, "Inspection Forms" and are also located on the City's website.[7]

6.3.4.2 Pollutant Discharge Notification

Certain non-storm water discharges, because of their nature or magnitude, require timely reporting to the San Diego Regional Water Quality Control Board (Regional Board). A significant threat to water quality or human health is determined on a case-by-case basis by Departments and depends on the type of pollutant, the degree of the violation (i.e., the amount of pollutant discharged into the municipal storm drain system), the proximity to receiving water bodies, the potential for exposure to the public, and the potential for environmental damage. Generally, for a discharge to be considered a significant threat to water quality or human health, the discharge must contain a non-storm water substance and enter the storm drain system. See Storm Water Ordinance Section 43.0305 "Exemptions from Discharge Prohibition" to review the list of allowable non-storm water discharges (Appendix II). Please be aware that the 24-Hour reporting process is designed to address significant discharges as a result of significant accidents, not day-to-day operations or activities, or even minor accidents. A small water line break, for example, that occurs in a natural area but causes little or no environmental damage, would generally not be considered a significant event that

[7] http://www.sandiego.gov/thinkblue/resources/index.shtml

would require reporting through the 24-Hour reporting process. In another example, a fuel spill that is contained and removed from a paved parking lot, without any of the substance entering the storm drain system or receiving waters, would not be considered a significant reportable discharge.

When Departments determines that a discharge poses a significant threat to water quality or human health, Departments must notify the Regional Board by facsimile within 24 hours of the discharge event using the Chemical Release Reporting Form 304 available in Appendix XV and also on the City's website at http://www.sandiego.gov/thinkblue/resources/index.shtml. A copy of the form must also be forwarded to the City's Storm Water Pollution Prevention Division for record keeping purposes. Additionally, a more detailed written report of the event and follow up actions must be sent by the Departments to the Regional Board within five working days of the day the event was identified.

Departments will also notify other regulatory agencies as required on Form 304.

6.3.4.3 Education and Training

The Municipal Permit identifies five target communities to receive education using all media as appropriate:

- Municipal Departments and Personnel
- Construction Site Owners and Developers
- Industrial Owners and Operators
- Commercial Owners and Operators
- Residential Community, General Public, and School Children

The Municipal Permit requires that the goals of education and outreach activities to targeted communities be two-fold:

1. To measurably increase the knowledge base and;
2. To measurably change the behavior(s) of the target audiences with regards to storm water pollutants found in the storm drain system.

For more comprehensive information on the roles of the Storm Water Pollution Division and other City Departments see Table 10-2 in Section 10.0, "Education."

6.3.4.3.1 General Storm Water Training

This section describes City-wide trainings provided by the Storm Water Pollution Prevention Division.

New Employees

The Storm Water Pollution Prevention Division is responsible for developing and providing all new employee trainings. All new staff will receive a basic introduction to storm water issues via a "Storm Water and You" training module presented at the "New Employee Orientation" workshop. Staff that do not take the "New Employee Orientation" workshop (e.g. seasonal, part-time, etc.) will receive general storm water training as part of their employee orientation within their department.

Existing Employees

Existing employees with regular access to a computer will be mandated to receive "refresher" training in storm water pollution prevention every two years via a City-wide training element developed by the Storm Water Pollution Prevention Division. Additionally, knowledge assessment via "e-tests" for randomly selected City employees with regular computer access will occur periodically between the mandated "refresher" courses. Finally, the Storm Water Pollution Prevention Division will develop a computer-based training (CBT) module addressing common activities shared by multiple field crews throughout the City.

6.3.4.3.2 Activity-Specific Training

Municipal Departments

This section describes activity-specific trainings provided by the individual departments or divisions. The departments or divisions will create, execute, and fund activity-specific training sessions that incorporate the minimum storm water BMPs in Table 6.2-4. The Storm Water Pollution Prevention Division can assist departments with the development of training materials at their request.

Table 6.3-4. Activity Specific BMP Training(s) Provided by the Departments/Divisions as Applicable.

Training Module/Item (as applicable)	Staff Level (i.e., Supervisor, Crew, etc.)	Available
Painting (Oil or Water Based)	Supervisor, Crew	ongoing
Dry Wall and Stucco Work	Supervisor, Crew	Summer 2009
Concrete and Asphalt Work	Supervisor, Crew	Summer 2009
Storm Drain System Inspection and Cleaning	Supervisor, Crew	ongoing
Refuse Dumpsters	Supervisor, Crew	Summer 2009
Material Loading and Unloading	Supervisor, Crew	Summer 2009
Materials Handling, Storage, and Disposal	Supervisor, Crew	Summer 2009
Ponds and Fountains Maintenance	Supervisor, Crew	Summer 2009

Training Module/Item (as applicable)	Staff Level (i.e., Supervisor, Crew, etc.)	Available
Roof Vents and Equipment Maintenance	Supervisor, Crew	Summer 2009
HVAC, Chillers and Refrigerators Maintenance	Supervisor, Crew	Summer 2009
Boiler Maintenance	Supervisor, Crew	Summer 2009
Cooling Tower Maintenance	Supervisor, Crew	Summer 2009
Fire Sprinkler Flushing	Engineer (Project Officer)	Summer 2009
Installation and Removal of Parking Meters	Supervisor, Crew	Ongoing

Note: the completion dates listed are estimated. Actual completion dates may vary depending upon other program factors.

6.3.4.3.3 Department Education and Outreach to the Public

This section identifies the various public education and outreach activities to be performed by the Library Department, Office of the City Treasurer, and Customer Service Department's Community Service Centers in consultation with the Storm Water Pollution Prevention Division (e.g., including the Think Blue logo on materials). Table 6.3-6 lists the activities, specific targeted communities, and the anticipated completion dates.

Table 6.3-6. Library Department, Office of the City Treasurer, and Customer Service Department's Community Service Centers External Outreach Activities by Target Audience.

Dept/Division Activity	Target Audience(s) 1. Construction Site Owners and Developers 2. Industrial Owners and Operators 3. Commercial Owners and Operators 4. Residential Community, General Public, and School Children 5. Under-represented audiences in 1-4	Schedule
Library Department/Office of City Treasurer/Customer Service Department		
Think Blue Brochure available in lobby information rack	1-5	Ongoing
Think Blue "3 C's" handout available in lobby information rack	1-5	Ongoing
Think Blue Flyer insert in Business Tax Renewal mailing	3	Ongoing

* Note the completion dates listed are estimated. Actual completion dates may vary depending upon other program factors.

6.3.4.4 Annual Report Forms

The Municipal Permit requires the City to report on its storm water activities by September 30 each year beginning in September 2008. Also, each fiscal year a budget is developed and maintained by departments or divisions to track expenditures for designing, developing, and implementing BMPs and educational activities. The departments' or divisions' annual report information will be submitted to the Storm Water Pollution Prevention Division on or before July 21 each year. See Appendix XIII, "Annual Report Form Questions" for department-specific reporting requirements.